



BCI Certificate Examination
Candidate Information Pack



Revised February 2010

IMPORTANT CONTACT INFORMATION

BCI (Examination Administration Office)

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Vienna
Virginia
VA 22314 USA
+1 (703) 637-4424
Fax + (703) 535-6474

NB Examination Administration is not managed via the UK office

PES (Examination Partner)

475 Riverside Drive, 6th Floor
BCI Testing Office (437)
New York, NY 10115 USA
+1 (212) 367-4372
Fax +1 (212) 367-4321

Prometric (Examination Venue Provider)

BCI Programme
1501 S. Clinton St
Baltimore, MD 21224
+1 (800) 532-2218*

* See Appendix E for contact numbers outside the United States, U.S. territories or Canada.

FURTHER INFORMATION

General certification information www.thebcicertificate.org
General membership information www.thebci.org/join.htm
General membership queries membership@thebci.org
Questions on booking & paying for exams education@thebci.org
List of testing centres prometric.com/bci
General BCI enquiries: bci@thebci.org

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INTRODUCTION

About the Business Continuity Institute

The Business Continuity Institute's vision:

To promote the art and science of Business Continuity Management worldwide

What is the Business Continuity Institute?

The Business Continuity Institute (BCI) was established in 1994 to enable individual members to obtain guidance and support from fellow business continuity practitioners.

The Institute provides internationally recognised status to members as professional membership of the BCI demonstrates the members' competence to carry out business continuity management (BCM) to a consistent high standard.

The BCI has c4800 members in c90 countries.

The wider role of the BCI is to promote the highest standards of professional competence and commercial ethics in the provision and maintenance of business continuity planning and services.

The BCI is the world's most eminent BCM institute and our name is instantly recognised as standing for good practice and professionalism.

Certification Overview

Why Is Certification Desirable?

Certification sets those with the credential apart from—or above—those without it. There are a number of advantages to seeking certification. Certification is a public recognition of professional knowledge —both within and outside of the profession.

For many, achieving certification becomes a personal professional goal—a way to test knowledge and to measure it against one's peers. Others see certification as an aid to career advancement.

The BCI Certificate

The BCI Certificate was launched in 2007. Those who are successful in the examination are entitled to use the post nominal designation of CBCI – Certified by the Business Continuity Institute.

CBCI is a stand alone credential but also allows those holding the credential to apply for qualified professional membership of the Institute should they also be able to demonstrate sufficient practical experience as a Business Continuity Practitioner.

Interpretation of the BCI Certificate

Passing the BCI Certificate examination demonstrates peer recognition of the understanding of the prescribed body of knowledge ie the BCI's Good Practice Guidelines 2008 and will enable the holder to apply for professional membership of the Business Continuity Institute.

It has never been the purpose of the Business Continuity Institute to define the requirements for employment in the field of Business Continuity Management. The Certificate of the Business Continuity Institute does not confer any academic degree, legal qualifications, guarantee of experience or performance, privilege or licence to practice business continuity management.

Candidates who pass the BCI Certificate but chose not to progress to membership of the BCI are eligible to use the designatory letters CBCI and be placed on a register on the BCI website at <http://www.thebci.org/cbciregister.pdf> Those holding CBCI must submit for retesting after 3 years.

Examination Overview

Examination description

The 2 hour BCI Certificate examination is made up of 120 multiple choice questions. The concepts and topic areas of the examination were derived from an analysis study of the BCI's Good Practice Guidelines 2008 completed by BCI Subject Matter Experts (SMEs). Each question lists four possible answers, only one of which is the correct or "best possible answer."

20 of the 100 questions are designated "pretest" questions which are randomly distributed throughout the exam. Pretest questions are not counted in scoring. They are, however, essential in building the BCI Certificate question bank and are on the exam to statistically assess their difficulty level and effectiveness at discriminating between candidates who meet the passing standard and those who do not. The information gathered in the pretest process determines whether the question will be included on a future exam.

The examination will be offered by Prometric Inc., the BCI's examination venue provider. Prometric supports an international network of computer-based testing (CBT) sites. Before taking the examination, a tutorial will be available on screen. This tutorial is designed to teach you how to navigate through the test by using examples. You will have up to 5 minutes prior to the examination to take the tutorial. This time is not included in the examination time and will not count toward the examination score.

During the examination, you will have the opportunity to review questions left unanswered, questions marked for review, or any questions on the examination. You may change answers when reviewing the test items. However, once the allotted testing time has expired, or you exit the examination, you cannot see or review those questions again.

Questions, Comments and Exit survey

At the end of the examination, an optional survey is available regarding the testing experience. Candidates will have the opportunity to comment on individual questions. Candidates who submit comments on items will not receive a direct response of their posted concern. However, we can assure candidates that each submittal is collected and reviewed for research and documentation purposes.

Examination syllabus

The BCI Certificate examination is based on best practice which can be found in the BCI's Good Practice Guidelines 2008 (GPG). This is available on the BCI website at:

<http://www.thebci.org/gpgdownloadpage.htm>

The examination covers all 6 principles of Business Continuity Management as outlined in the BCM Lifecycle:

There are six main aspects of the BCM Life Cycle – these are listed below with an outline of which key individual skills and experiences would need to be demonstrated by the candidate to show competence within the Life Cycle model.



BCM Policy and Programme Management – candidates will need to demonstrate knowledge of:

- Establishing the need for a Business Continuity Management (BCM) Process which includes resilience strategies, recovery objectives, business continuity and incident management plans and obtaining management support for such a process.
- Organising and managing the formulation of the function or process either in collaboration with, or as a key component of, an integrated risk management initiative.
- Developing, coordinating, evaluating, and exercising plans to communicate with external stakeholders, including the media, during incidents.

Understanding the Organization - candidates will need to demonstrate knowledge of:

- Business Impact Analysis including identifying the impacts resulting from disruptions and disaster scenarios that can affect the organization and developing techniques that can be used to quantify and qualify such impacts.
- Business Impact Analysis including establishing critical functions, their recovery priorities, and interdependencies so that recovery time objective can be set.
- Risk Evaluation and Control including determining the events and environmental surroundings that can adversely affect the organization and its facilities with disruption and/or disaster and understanding the damage such events can cause.
- Risk Evaluation and Control including establishing the controls needed to prevent or minimise the effects of potential loss.
- Risk Evaluation and Control including providing cost benefit analysis to justify investment in controls to mitigate risks.

Determining Business Continuity Management Strategies - candidates will need to demonstrate knowledge of:

- Determining and guiding the selection of alternative business recovery operating strategies for continuation of business within the recovery time and recovery point objectives, while maintaining the organization's critical functions.

- Delivering solutions for continuation of business within the recovery time and recovery point objectives, while maintaining the organization's critical functions.
- Developing, coordinating, evaluating, and exercising plans to communicate with internal stakeholders during incidents.
- Providing trauma counselling for employees and their families.

Developing and Implementing a BCM Response - candidates will need to demonstrate knowledge of:

- Developing and implementing emergency response procedures for responding to and stabilising the situation following an incident or event.
- Establishing and managing an Emergency Operations Centre to be used as a command centre during the emergency.
- Practical experience in handling an Emergency.
- Designing, developing, and implementing the Business Continuity and Incident Management Plans that provide continuity within the recovery time and recovery point objectives.

Exercising, Maintenance and Review of BCM Arrangements - candidates will need to demonstrate knowledge of:

- Preplanning and coordinating plan exercises; evaluating and documenting plan exercise results.
- Developing processes to maintain the currency of continuity capabilities and the Business Continuity Plan documents in accordance with the organization's strategic direction.
- Verifying that the Plans will prove effective by comparison with a suitable standard and report results in a clear and concise manner.
- Establishing applicable procedures and policies for coordinating incidents, continuity, and restoration activities with external agencies while ensuring compliance with applicable statutes or regulations.

- Practical experience in dealing with External Agencies.

Embedding Business Continuity Management within the Organization's Culture - candidates will need to demonstrate knowledge of:

- Preparing a programme to create and maintain corporate awareness and enhance the skills required to develop and implement, the Business Continuity Management Programme or Process and its supporting activities.

STUDYING FOR THE BCI CERTIFICATE EXAMINATION

Preparing for the examination

The essential reference source is the BCI's Good Practice Guidelines 2008 – see <http://www.thebci.org/gpg.htm> Candidates need to understand the principles of Business Continuity Management (BCM) as outlined in the GPG 2008 as the examination draws upon these principles.

It is expected that an experienced BCM practitioner will spend c20 hours revising the Good Practice Guidelines 2008 to ensure thorough knowledge. Those new to BCM may spend considerably longer and may wish to read around the subject for a broad perspective.

A guide to the percentage of the examination allocated to each principle of BCM is outlined below:

BCM Principle		Percentage of questions allocated to this area
BCM Policy & Programme Management		10%
Understanding the Organization		25%
Determining Business Continuity Strategies		15%
Developing and Implementing a BCM Response		25%
Exercising, Maintaining and Reviewing BCM Arrangements		15%
Embedding BCM in the Organizations Culture		10%

Training and education sources

Although not compulsory, some candidates may chose to support their learning by taking BCI Training.

BCI E-Learning

The BCI has developed an E-Learning course to help students prepare for the examination. This course is available over a 60 day period and takes c8/10 hours to complete. It is an excellent resource for experienced practitioners who wish to revise their knowledge. Further information is available at: <http://www.thebcicertificate.org/elearning.html>

BCI Training Course

A 5-day BCI classroom based training programme to cover the basics of BCM knowledge has also been developed. Based on the BCM lifecycle this course covers the six BCM principles as outlined in the Good Practice Guidelines 2008. This is a general entry level training course and not designed exclusively as preparation to sit for the BCI Certificate although some revision and test questions are included in the training material. Delegates without prior BCM knowledge and experience should not expect to attend this training course and pass the examination without additional study. Further information on courses available internationally can be found at: http://www.thebcicertificate.org/bci_5daystraining.html

BCIScope Self-Assessment Tool

The BCI has developed an on-line mock examination for candidates to assess whether they are ready to sit for the examination. Each 60 question mock test paper will give you instant feedback so you can assess where you need to focus your study. Further information can be found at <https://www.expresscertifications.com/BCI/Default.aspx> or by emailing education@thebci.org.

APPLYING FOR THE EXAMINATION

Determination of eligibility to sit the BCI Certificate

All candidates for the BCI Certificate examination will need to supply the following:

- A completed registration form detailing contact details
- 2 referees
- An outline of practical BCM experience
- A comprehensive résumé/cv (curriculum vitae)

This information will be used to progress professional membership of the BCI should the candidate indicate they wish to follow this route and they are successful in the examination.

Full payment for the examination must be received before a confirmed test date will be forwarded to the candidate.

Code of Ethics

All candidates taking the BCI Certificate agree to abide by the Business Continuity Institute Code of Ethics which can be found at:

<http://www.thebci.org/codeofethics.htm>

Registering for the Examination

Candidates should go to <http://www.thebci.org/certifications.html> and follow the procedure outlined there.

Scheduling your examination appointment

Once you have completed the BCI Certificate registration and payment process (http://www.thebci.org/bci_examination.htm), within 3 working days you will receive an Authorization-to-Test letter (ATT). The ATT will provide information on how you may contact Prometric to schedule an appointment.

Examination locations

Examinations are available via the Prometric global network of test centres where candidates can take the examination in a secure, professional environment. A preview of locations can be accessed at www.prometric.com/bci

Please note: Once registration is complete, candidate has 90 days to sit the examination. 30 day extensions are available for a nominal fee which is used to offset the administrative overhead incurred when altering candidate files. If you have any questions please contact education@thebci.org

AFTER APPLYING FOR THE EXAMINATION

Substitutions

No substitutions may be made for the BCI Certificate examination - only the person registering for the BCI examination may sit for the examination.

Special needs testing accommodations

The BCI aims to provide reasonable accommodation to its examinations for individuals with documented disabilities who sufficiently demonstrate a need for such accommodation. These needs may be a person with a disability such as a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, or learning. Please contact education@thebci.org should you need special needs testing accommodation.

Admission Letter

Candidates who have submitted necessary documentation and submitted the appropriate fee will receive an Authorization-to-Test letter (ATT) usually within 4 working days. This letter will provide information on how to contact Prometric and schedule an appointment to take the test.

Examination appointment rescheduling and cancellation policy

You must notify Prometric by 12:00 noon within 2 business days of your scheduled appointment to reschedule the examination. This may be accomplished online at www.prometric.com/BCI or by calling the toll-free number on your ATT letter.

"No-show" and Cancellation fees

All cancellation requests received in writing with 10 days notice or more will incur a USD100 /EUR100 / GBP70 cancellation fee. Written cancellation requests received three calendar days or more prior to the examination will be given an USD100 /EUR100 / GBP70 credit toward attendance at a future examination (no refund). Cancellations received with less than three calendar days notice and "no-shows" will not be given a refund, nor credit toward a later program (unless there is a documented medical emergency). Please contact education@thebci.org for further information.

ON EXAM DAY

Presenting positive proof of identity

All candidates must present 2 forms of identity, and one must be a government issued photo identification (e.g., current valid driver's license, passport, military ID) document with your signature. The name and photo on the ID must match the name used on the ATT letter, and the photo must validate the candidate's identity.

Candidates who cannot present an unexpired government-issued photo ID should contact PES before the exam at +1 (212) 367-4372 – please note this is a USA based number; please allow sufficient time for contact based upon time zones.

Test centre rules

The following rules are enforced at all test centres to ensure a fair and consistent test experience for all test takers:

- Arrive at the test centre at least 30 minutes before scheduled reporting time.
- All candidates must present an unexpired government-issued ID bearing their photo and signature to be admitted to the test centre (see "Presenting Positive Proof of Identity").

- Admittance to the test centre is by appointment only. Candidates must be present at the time and location of their appointment to be admitted.
- No test materials, documents or memoranda of any sort may be taken into or from the test room.
- Candidates may submit comments about specific exam items during the exam by following the applicable onscreen instructions. PES and the BCI will review all comments but will not provide written responses to comments.
- Smoking is prohibited.
- Candidates may not ask questions about exam content.
- All exams are monitored and may be recorded in both audio and video format.
- No breaks are scheduled during the exam. Candidates who have to leave the testing room to take a break will not be given extra time on the exam and must present ID as they sign out and back into the testing room.
- Candidates may not leave the test site facility while the exam is in progress.
- The BCI and PES reserve the right to cancel any test score believed to be obtained in a questionable manner.
- Food, drinks, purses, briefcases, notebooks, calculators, pagers, cellular telephones, recording devices and photography equipment are not allowed into the testing room.
- It is expressly prohibited to disclose, publish, reproduce or transmit any part of the exam, in any form, by any means, verbal or written, for any purpose, without the express written permission of the certifying organization. Violation may result in civil or criminal prosecution.
- Religious headwear may be worn into the testing room; however, it may be subject to inspection by a test centre administrator before entry into the testing room is permitted.

- Candidates are expected to behave in a civil manner when on the premises of the test centre. Exhibiting abusive behaviour toward the test centre staff or other testing candidates may result in forfeiture of your exam and/or criminal prosecution.
- Please remember that other exams are being administered at the same time that you are taking the BCI Certificate exam so you may hear typing on keyboards for an essay exam, coughing and people entering and exiting the testing room. Prometric is unable to provide a completely noise-free environment; however, the test centre provides “white noise” background sound and you may request earplugs or noise-reducing headsets to reduce the distractions.

Inclement Weather and Local or National Emergencies

In the event of inclement weather or a national or local emergency, please contact Prometric at the national contact centre (number provided in your ATT letter) to determine the appointment status or go to www.prometric.com/sitestatus

If the centre is closed and appointments are cancelled, candidates should wait two business days before calling to reschedule their appointments to allow for eligibility resetting.

AFTER THE EXAMINATION

Receiving exam results

The examination is based on a scaled score of 0-500. A scaled score of at least 380 is needed to Pass with 425 required for a Pass with Merit.

At the end of examination all candidates should receive an immediate confirmation notice that their answers have been submitted by Prometric to PES for marking. This confirmation will show where results will be sent – please check this for accuracy.

Results should be available within 4 to 6 weeks after the examination and will be emailed to the address shown on the confirmation notice. Under no circumstances will scores or pass/fail information be released over the phone.

Please be advised that the BCI offices receive the examination results at the same time as the candidates and are not in a position to advise on examination results ahead of the results despatched to the candidates from PES.

Candidates with questions about their test results should direct them in writing to PES.

Because of the need to maintain test security, exam questions will not be released to candidates.

Candidates who have not received an official score report within 6 weeks of the exam should contact education@thebci.org

Candidates who are successful in the examination will receive their CBCI certificate directly from the BCI within 4 weeks of examination results becoming available ie between 8 to 10 weeks after sitting the test, along with further information on how to progress membership of the BCI at the appropriate grade. Those candidates who are already BCI members will have their results assigned to their membership records.

Candidates who submitted an application for Associate membership (AMBCI) of the Institute at the same time as their examination application do not need to take any further action as their membership application will automatically be processed upon receipt of the first year's membership fees. Candidates who submitted an application form for Member (MBCI) and who attain a Pass with Merit will be contacted by the Membership Department of the BCI to progress their application.

About scoring and Score Reports

To ensure accurate score reports, PES has a series of system checks and routines in place that must be conducted before releasing official test results.

PES receives candidates' test records in the form of scrambled electronic files from Prometric. Each record is unscrambled according to the scoring key for that particular exam form. Candidates are assigned an exam form, or version, when they register for the exam.

Understanding the Score Report

The score report indicates whether candidates have Passed, Passed with Merit or failed the exam.

Passing, Passing with Merit or failing the certification exam is reflected in the scaled score shown on the score report. A scaled score of 380 is needed to Pass and 425 to Pass with Merit. Candidates who fail or Pass (but not those that Pass with Merit) are provided with individual section scores listed by BCM principle area. Each section reports the number of questions answered correctly versus the total number of questions in that section. This information can be used to identify weak areas, focus future exam preparation strategies or identify professional development opportunities for recertification.

How the Passing Score Was Set

Passing scores were determined through a passing point study, using the modified-Angoff method carried out by the BCI and PES. The Angoff method is a commonly used criterion referenced passing point technique in the credentialing industry.

For each exam, a panel of Subject Matter Experts, consisting of BCM professionals with expertise and experience, discusses the eligibility requirements for certification, reviews the job-related tasks in the functional areas of the practice analysis and develops a composite profile of a typical minimally qualified candidate. From these profiles, a list of job-related behaviours that distinguish a candidate who is minimally qualified from one who is below the

certification standard is developed.

After discussion on how to rate exam questions, each panel member independently rates each exam question from an actual exam form in terms of how many of the minimally qualified candidates would answer each question correctly. These ratings are then used to determine the passing scores by averaging the panel's ratings for each item and summing the averages across panel members.

What are Scaled Scores and Why are they used?

The BCI provides candidates with information on their performance in terms of scaled scores rather than raw scores. The raw score is the number of test questions answered correctly.

After equating procedures are completed, raw scores are mathematically converted to scaled scores that range from 0 to 500. The scaled score of 380 always represents the minimum passing score ie a Pass. Scaled scores are equivalent for all administrations, and candidates must obtain a minimum scaled score of 380 to pass, regardless of when they take the exam. Scaled scores are not "number correct" or "percent correct" scores.

What Is Equating?

To ensure the integrity and security of the exams, every BCI exam form has a unique combination of items. Thus, no two versions of the exams are the same, although all forms conform to the same test specifications and are created to be similar in terms of difficulty level. They are not precisely equivalent, however. To address variations in difficulty level, equating procedures are used to determine the passing score for each exam administration.

Equating procedures ensure that candidates of comparable proficiency will be equally likely to pass the exam regardless of minor fluctuations in overall exam difficulty level. This statistical process adjusts the minimum raw passing score for each exam form to compensate for fluctuations in exam difficulty levels. For example, 70 questions correct on one form may convert to the passing scaled score of 380, while on an easier form, 74 questions may convert to the same passing scaled score of 380.

Retaking the exam

Candidates who fail the exam may not retake the exam until 3 months have elapsed.

Fees and application procedures for those retaking the exam remain the same as those for first-time applicants.

Recertification

Passing the BCI Certificate examination means that you have demonstrated thorough knowledge of the BCI's Good Practice Guidelines 2008.

This is just the first step, however. The BCM field is constantly changing and the challenge is for BCM practitioners to stay abreast of key issues and increased workplace demands. Recertification is the means by which certified professionals demonstrate their currency and maintain their professional edge.

Recertification is required every three years unless successful examination candidates

(CBCIs) go on to become a professional member of the Business Continuity Institute and participate in the BCI's Continuing Professional Development (CPD) scheme.

Score dismissal

On rare occasions, circumstances may render examination scores invalid. The BCI reserve the right to cancel or withhold scores if, in the BCI Membership Council's opinion, there is adequate reason to question the validity of the scores.

Reasons may include: A candidate who does not have positive identification; uses unauthorized notes, books or papers; is suspected of giving or receiving help; removes examination materials or notes from the examination room; or who does not follow the testing procedures. In such circumstances, candidates will be expected to cooperate in an investigation of their scores. Unlike cases of individual candidate misconduct, occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as, other disruptions of test administrations (e.g. natural disasters and other emergencies).

When group testing irregularities occur, PES will conduct an investigation to provide information to the BCI. Based on the information, the BCI may direct PES not to score the test or to cancel the test score.

When it is appropriate to do so, the BCI will arrange with PES to give affected test takers the opportunity to take the test again as soon as possible, without charge.

Affected test takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

Revocation of BCI Certificate

The BCI has the right to revoke any BCI Certificate if the CBCI holder is found to have engaged in any of the following:

- Misrepresentation with the intent to deceive in the application process.
- Divulging examination content.
- False representation (either misrepresenting yourself or attempting to take the examination for someone else).
- Fraud in the certification renewal process
- Cheating on the certification examination.

Examination Appeals Policy

It is the policy of BCI that each examination candidate shall have the ability to challenge

a failing score if a candidate feels there was an error in electronic scoring.

If a candidate wishes to challenge a failing score, he or she can request "hand verification" in writing. The candidate should file the challenge within 30 days from the date of the examination results. PES will then hand verify the candidate's responses against the answer key and the mathematical calculation of the scaled score.

The fee for processing this challenge is typically \$75.00(US), payable to PES at the time of the submission of the challenge. No challenge will be processed without the fee.

Upon receipt of a request for a rescore or hand score, the candidate's computerized test record is pulled from the examination file. First it is visually reviewed for any obvious irregularities that may have affected the initial scoring. Then it is rescored on the computer. That rescore is compared to the score initially reported to the candidate to verify that the initial score was accurately downloaded and reported. Lastly, the candidate's record is manually compared against a master key.

If the outcome of the rescore is the granting of a "Pass" or "Pass with Merit" then the \$75.00(US) will be refunded to the candidate. If the candidate is still deemed to have failed and he/she is not satisfied with the response from PES, he or she may submit a written statement of exactly what they are challenging and their supporting rationale for the challenge. This will be submitted to PES and it will be forwarded to the BCI Membership Council for a final decision.

Candidates who are denied entrance to the examination for reasons other than failure to provide adequate ID, or feel there is some other basis for appeal, should submit a detailed and comprehensive explanation of the rationale for the appeal in writing to PES, no later than seven (7) days after the date of the score notification letter. No appeals will be processed without the fee. The BCI Membership Council will review the appeal documentation and will notify the candidate of its decision within 90 days.

The decision of the BCI Membership Council is final. If it is determined that the candidate was wrongly denied admission to the exam, the candidate will be permitted to immediately make an appointment to take the exam.

APPLYING FOR BCI MEMBERSHIP

Professional members of the Business Continuity Institute can be identified by their designations of: FBCI (Fellow), MBCI (Member), AMBCI (Associate Member) or SBCI (Specialist) conferring internationally recognized status as certified practitioners competent to carry out business continuity management to a consistently high standard.

NB there is no direct entry into Fellowship of the Institute

Passing the BCI Certificate

Two different pass levels have been set:

"Pass" for those who achieve 380 or above on the scaled score of 0-500 who wish:

to only hold the CBCI credential

to apply for AMBCI professional membership – see <http://www.thebci.org/associate.htm>

to apply for SBCI professional membership – see <http://www.thebci.org/specialist.htm>

“Pass with Merit” for those who achieve 425 or above on the scaled score of 0-500 who wish:

to apply for MBCI professional membership – see <http://www.thebci.org/member.htm>

In addition to passing the examination, all applicants to professional grades will need to offer evidence of practical experience within business continuity management (BCM).

Successful candidates who “Pass with Merit” but do not have the necessary length of practical experience (ie 3 years) to apply for MBCI may proceed to AMBCI and “bank” their “Pass with Merit” to use to upgrade to MBCI when they have sufficient practical experience as long as this falls within the 3 year period of CBCI currency. If more than 3 years have elapsed since taking the CBCI it will be necessary to resit the examination.

Education and experience requirements for professional membership of the BCI

Those candidates, who are successful in the examination, achieve CBCI and wish to proceed to professional membership of the BCI will need the following practical experience:

Specialist Member of the Business Continuity Institute (SBCI) – applicants for Specialist membership will need at least two years experience in BCM or a related discipline, for which they should hold a specialist certification eg Risk, Information Security etc and will need to obtain a “Pass” on the BCI Certificate examination. This Grade of membership is specifically intended for those who specialise in one aspect of BCM or a related discipline. It is not a default for those who apply for MBCI but fail to achieve a Pass with Merit.

Associate Member of the Business Continuity Institute (AMBCI) – applicants for Associate membership will need at least one years full time BCM experience and will need to obtain a “Pass” on the BCI Certificate examination.

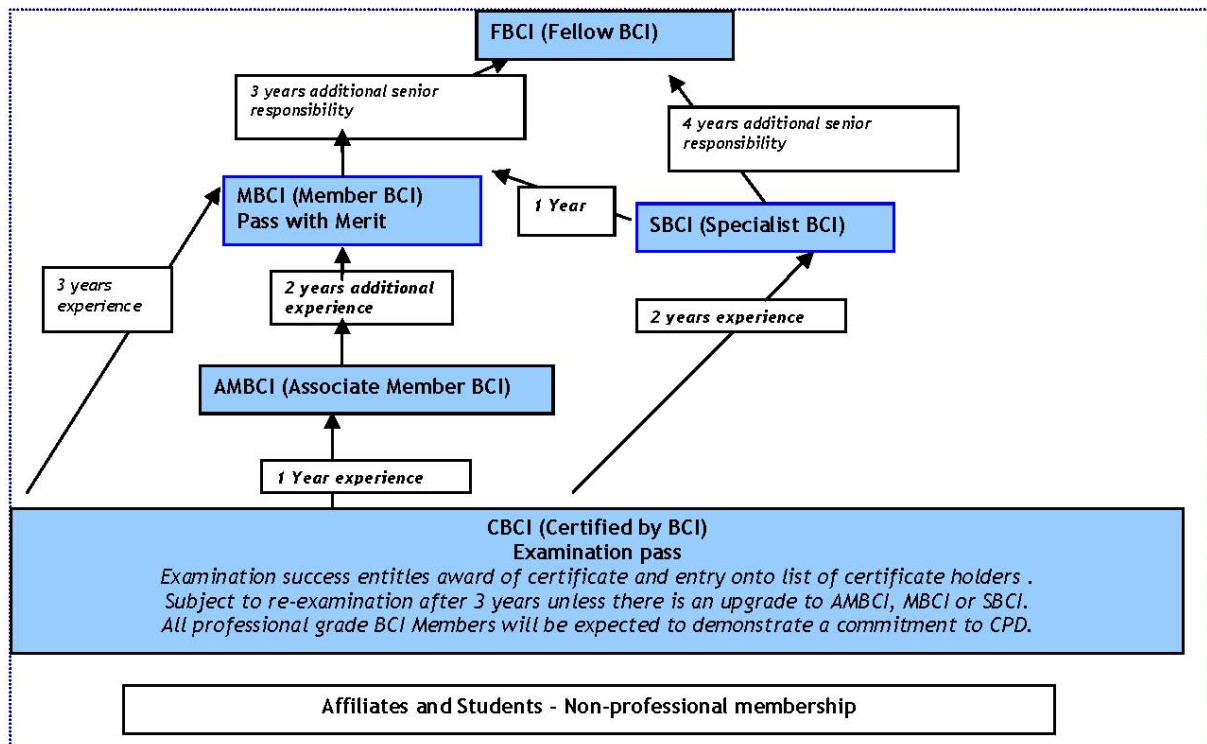
Member of the Business Continuity Institute (MBCI) applicants must be working business continuity practitioners with at least three years full time experience in BCM. They will need to pass the BCI Certificate at the higher “Pass with Merit” rate.

Applicants for the senior grade of Member (MBCI) will also need to demonstrate practical application of their knowledge by submitting a further application form which will be scored assessed by a panel of their peers appointed by the BCI’s Membership Council.

Applicants who apply for MBCI but fail in any of the above criteria may be offered AMBCI if appropriate.

Processing Applications for Professional Grades of BCI Membership

Once the BCI receives the examination results from PES, the Membership Department will write, within 4 weeks, to successful candidates inviting them to proceed to BCI professional membership if they have sufficient practical experience as evidenced in the information provided at the time of registering for the examination. The necessary forms can be downloaded from the BCI website or will be forwarded by email from the BCI Membership Department.



After the examination – auditing of eligibility

For those successful candidates who pass the examination and wish to proceed to AMBCI or SBCI it is the BCI's policy to undertake an audit of between 5 and 10 percent of all applicants for confirmation of eligibility. These audits will include taking references, contacting employers and educational establishments.

Successful candidates who wish to proceed to MBCI will have references taken up and academic achievements verified. MBCI applicants will also need to submit a further application for form for scored assessment to demonstrate practical application of their knowledge. The scored assessment process may take up to an additional 8 weeks before MBCI can be awarded.